



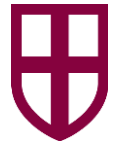
St George's

WEYBRIDGE

Candidate Information Pack

BURSAR'S OFFICE ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 3-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 3-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



“WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES”



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio

"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Bursar's Office Assistant
Line Manager:	Bursar's Executive Assistant
Responsible to:	Bursar
Salary:	£14,300 per annum (£22,880 FTE), dependent upon experience
Contract:	52 weeks per year
Hours:	25 hours per week, 8:00am to 1:00pm, Monday to Friday

Please note this role is based onsite.

A lunch break is not included in the working hours, however, the post holder is welcome to stay for a school lunch after 1:00pm, if desired.

Summary of the role:

The Bursar is responsible for the vast majority of business functions across St George's College and Junior School. The Bursar is part of the Executive Leadership Team, of each school's Senior Leadership Team and leads the Business Senior Management Team. The Bursar is a Director of the two trading subsidiary companies. The Bursar's Office is closely linked with Governance at St George's Weybridge and provides assistance to the Clerk to the Governors and the Governors.

The Bursar's Office Assistant will provide administrative support to the Executive Assistant and Bursar, ensuring the smooth running of the Bursar's Office and related operations, and to the Clerk to the Governors as directed by the line manager. Additionally, there is an expectation for the postholder to provide administrative assistance to individual members of the senior team (ELT, BSMT and SLT) for approximately 5 hours per week as allocated by the line manager. This may fluctuate between term and holiday periods.

Main duties & responsibilities:

Bursar's Office & General Operational Support

- To provide secretarial support to the Executive Assistant and Bursar, drafting general correspondence, preparing reports, briefing notes and presentations.
- To manage the Bursar's diary to include arranging meetings, booking travel and organising associated hospitality and logistics.
- To be the first point of contact for the Bursar's telephone calls, emails and post, filtering urgent matters, greeting visitors, providing refreshments and setting up for meetings.
- To provide assistance to the Executive Assistant as required on the variety of tasks that pass through the Bursar's Office.
- To assist with general enquiries from staff, parents, governors and others as required.
- To keep and maintain accurate records both paper and electronic filing systems of confidential information.
- To be responsible for the day-to-day management of all electronic signage under the remit of the Bursar's Office.
- To be responsible for all Bursar's Office supplies, including stationery, refreshments etc.



The Role cont.

- Substituting for other administrative staff as required.
- To provide administrative support to individual members of the senior team (Executive Leadership, Business Senior Management, and Senior Leadership Teams).
- To attend and assist at Open Mornings (currently two Saturday mornings per year).
- Any other tasks as reasonably requested by the Executive Assistant or Bursar.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Annual Leave

The annual leave entitlement for this role is 25 days plus Bank Holidays, calculated from 1st January annually, and subject to consultation with the line manager to ensure cover. In this role there is limited flexibility to take annual leave during term time and school holidays, however the expectation is that no more than 5 days will be taken during term time. Annual leave should not be requested for the first week of any term, nor the first week of a resumption of term, as well as INSET days, as these are the busiest times of year for the Bursar's Office. Holiday entitlement rises to 30 days following the 5th anniversary of the start date.



Person Specification

Knowledge and Experience:

Essential Criteria

- Strong digital proficiency
- A confident user of MS Office 365 Suite with strong Outlook, Word, Excel, Teams, SharePoint and OneDrive capabilities
- Experience of working as part of a team and on own initiative

Desirable Criteria

- Experience of working within an education setting
- Secretarial experience
- Knowledge of Safeguarding procedures
- Experience of minute taking

Qualifications & Training:

Essential Criteria

- GCSE English and Maths grade A-C
- Good standard of education

Desirable Criteria

- NVQ3 Business and Administration or equivalent
- Secretarial training or equivalent

Skills and Abilities:

Essential Criteria

- Strong attention to detail
- Good written and verbal communication skills with excellent grammar and punctuation
- Ability to demonstrate a methodical and flexible approach to work
- Ability to work independently, use initiative and prioritise workload to meet changing deadlines
- Confident in use of technology with the ability to explore and learn new systems and applications without fear
- A starter-finisher able to consistently deliver on tasks
- Ability to handle sensitive matters discretely, confidentially and sensitively

Personal Qualities:

Essential Criteria

- Professional with a friendly manner and approach
- Flexibility and adaptable to ways of working
- Ability to keep calm under pressure
- Self-motivated with a positive outlook
- Proactive with a "can do" attitude

Desirable Criteria

- A sense of humour
- A keenness to support the wider team



Benefits



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

Benenden provides accelerated access to many aspects of private healthcare in the event of delays to NHS provision, as well as a free confidential counselling and GP helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

All staff are eligible for School Fee Remission for employees' child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, One Month

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact the Human Resources Team, for a confidential discussion:

Tel: 01932 839786

Email: humanresources@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Key dates

Closing date for applications:

Friday 9th June 2023

Applications will be reviewed upon receipt and candidates may be invited to interview at short notice or before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



